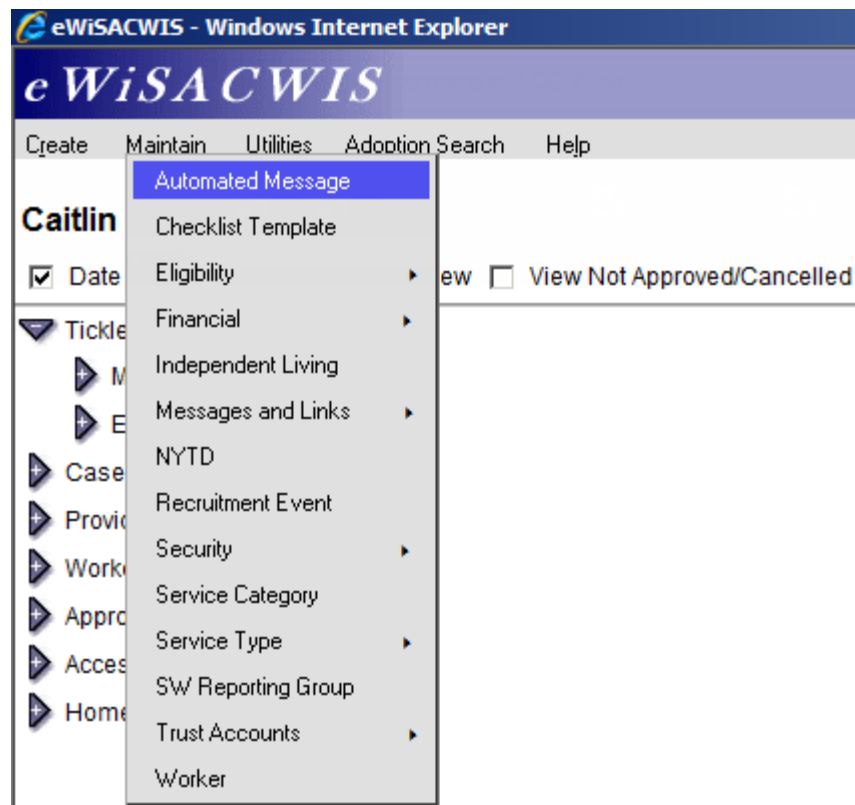# Automated Message Distribution

Note: In order to modify the distribution for automated messages, special security is needed.

The Maintain Automated Messages functionality provides a way to modify the e-mail distribution for a select group of e-mail messages. Workers with the appropriate security can use this functionality to view and/or update the distribution for an e-mail message.

1. Click on the Maintain menu and select the Automated Message item. This will open the Maintain Automated Message page.

2.   The Maintain Automated Message page lists all current messages generated in eWiSACWIS that are available for modification. Click the Edit Distribution hyperlink to open the Automated Message Distribution page.

Maintain Automated Messages	
Automated Message	**Distribution List**
90-Day Summary Report for Serious Incident	Edit Distribution
Applicant/Licensee Background Check Due	Edit Distribution
Assessment found for Provider (Provider ID)	Edit Distribution
Case/Permanency Plan - Placement Change	Edit Distribution
Case/Permanency Plan - Safety Change	Edit Distribution
Change in Rate on Interim Care Placement	Edit Distribution
Check Disposition	Edit Distribution
Child Turning 19 - Kinship Care Placement/Service Must End	Edit Distribution
Child's assessed level of need exceeds provider's level of care	Edit Distribution
Closed Case - Screen Out	Edit Distribution
Complaint/SIR Created	Edit Distribution
County Placement with State-paid service has been created	Edit Distribution
Emergency CPS Report Alert	Edit Distribution
Enforcement Closed	Edit Distribution
Extraordinary Payment - Cost Item Expired	Edit Distribution
Extraordinary Payment Approved	Edit Distribution
Extraordinary Payment Request Approved	Edit Distribution
Foster Care Rate Ended	Edit Distribution
Foster Care Rate Ended - (Future End-Dated FCR)	Edit Distribution
ICPC Referral has been resubmitted to the ICPC Office	Edit Distribution
ICPC Referral has been sent to ICPC Office	Edit Distribution
IL Change in County/Agency Responsibility	Edit Distribution
IL DCF Scholarship	Edit Distribution
IL Homeless Outreach	Edit Distribution
IL Room and Board - Missing Total	Edit Distribution
IL Room and Board - Verify Total	Edit Distribution
IL Service - Open for a Year	Edit Distribution
IL Service Ended - Youth Turned 18	Edit Distribution
IL Service Ended - Youth Turned 21	Edit Distribution

IL Service Ended - Youth Turned 23	Edit Distribution
IL Youth Aging Out of Care	Edit Distribution
Imaging	Edit Distribution
Independent Investigation	Edit Distribution
License Continuation Process	Edit Distribution
Licensing Exceptions/Waivers Requested	Edit Distribution
Licensing Exceptions/Waivers Reviewed	Edit Distribution
Licensing Exceptions/Waivers Reviewed (additional exceptions/waivers)	Edit Distribution
Medicaid Enrollment - Out-of-State	Edit Distribution
Medicaid Enrollment - Out-of-State (AA & SG)	Edit Distribution
Missing Foster Care Rate	Edit Distribution
NYTD Clean-up	Edit Distribution
Negative Action Notice Created	Edit Distribution
New Adoption Case with Medicaid	Edit Distribution
New Placement	Edit Distribution
Newly Approved CANS	Edit Distribution
Newly Approved Foster Care Rate	Edit Distribution
Open Case - Screen In	Edit Distribution
Open Case - Screen Out	Edit Distribution
Out of Home Placement Created	Edit Distribution
Out of State Placement	Edit Distribution
Out of State Placement Ending	Edit Distribution
Outstanding CANS Tickler	Edit Distribution
Parent Agency Update	Edit Distribution
Payment/Overpayment Will Not Be Created	Edit Distribution
Placement Correction	Edit Distribution
Placement Ending	Edit Distribution
Pre-Adoptive Child Case Created (after TPR)	Edit Distribution
Private Provider CPS Report Received	Edit Distribution
Private Provider License Closed	Edit Distribution
Private Provider License Issued	Edit Distribution
Private Provider License Placed on Hold	Edit Distribution
Private Provider License Reactivated	Edit Distribution
Private Provider License Revoked	Edit Distribution
Private Provider Name Change	Edit Distribution
Private Provider SIR Received	Edit Distribution
Provider - Access Report	Edit Distribution
Provider License Placed on Hold	Edit Distribution
Provider License Reactivated	Edit Distribution
Report to NCMEC	Edit Distribution
SG Funding Determination Change	Edit Distribution
SG Funding Determination Created	Edit Distribution
SG Funding Determination Referred	Edit Distribution
Security Access Granted	Edit Distribution
Security Access Removed	Edit Distribution
Security Changed	Edit Distribution
Security Request Moved	Edit Distribution
Security Verification Report	Edit Distribution
Serious Incident Notification to DSP	Edit Distribution
Serious Incident Verification	Edit Distribution
Service Ending	Edit Distribution
State of Wisconsin (WAMS) login account	Edit Distribution
Supervised Independent Living Rate Pending Approval	Edit Distribution
WAMS Registration	Edit Distribution

Close

3. The Automated Message Distribution page allows you to update the distribution method of e-mails for your county. The Automated Message Description displays information about the e-mail. Some automated messages allow the messages to be distributed by sites within your county. If you are a site-based county and it is one of the select messages, you will see the following page. To edit the distribution for a particular site, click the Edit hyperlink next to the appropriate site.

Automated Message Distribution -- Webpage Dialog

eWiSACWIS   Print   Spell Check   Help

County

County: Milwaukee

Automated Message Description

Placement Ending: This message is created when a placement ending is approved with a service type equal to any type of foster care or adoption placement and the value in the Service End Reason field on the Service Ending pop-up page is any reason except Birthday Batch, TPR, Failure to Comply with Program Requirements or Suspended.

Details

Site	Distribution	Additional Person(s)	
BMCW-Admin	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-Agency-CSSW	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-Agency-PSG	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-Agency-SaintA	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-IA 1	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-IA 2	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-IA 3	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit
BMCW-IA 4	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker		Edit

Close

If you are not a site-based county or this is not one of the select messages, you will see the following page. **Note:** if you are a site-based county and it is one of the select messages, the County group box will display "County" and "Site."

4. Distribution indicates the type of workers that should receive an e-mail message. Distribution methods can be by job class, assignment, or individual worker. For messages that cannot be distributed to workers by type, a message will display, indicating that the distribution needs to be defined through the Additional Person(s) group box. Otherwise, multiple distribution types can be created for an e-mail message by inserting new rows on the page as needed. Subsequently distribution types can be deleted from this page. Clicking the Distribution Types expando will display information about each distribution type.

5. Click Insert to add a new distribution type.

6. Click the drop-down to select the distribution type to add to the e-mail message.

Note: Distribution types that are associated with job class will automatically activate the Select hyperlink on the page when selected which workers can click to allow for distribution set up by job class. Click the Select hyperlink. This will open the Automated Message Job Class page.

On the Automated Message Job Class page, check the checkbox for each job class to be added to the e-mail message distribution. Any worker with the selected job class or job classes will receive the e-mail message. Click Continue.

The selected job class or job classes now display with the new distribution type.

Note: Distribution types for e-mail message can also be removed by selecting the Delete hyperlink for the specific distribution type.

7. In addition to the pre-defined distribution types, the e-mail message distribution can also be set-up to include individual workers, regardless of job class or assignment to a case/provider. Scroll down to the Additional Person(s) group box.

8. Click Insert to search out and add specific individual workers. This will open the Worker Search page.

9. Enter the name of the worker needed and click Search.

10. Select the radio button for the worker needed and click Continue.

11. The worker selected now displays in the Additional Person(s) group box.

Note: Individual workers for e-mail message can also be removed by selecting the Delete hyperlink for the specific worker.

12. Click Save and then Close to return to the Maintain Automated Message page. The e-mail message distribution has now been modified to include the additional distribution type, as well as an individual worker.